Workplace Alaska
State of Alaska Online

Hiring Manager Job Request *Job Aid*

Workplace Alaska for Hiring Managers: **A Division of Personnel Course**

Contents

Job Request

1. Getting Started (Login and Reference Links) page 2

2. Create New Job Request page 2

3. Job Request Preparation page 3

4. Access Job Requests page 6

Screening

5. Access Job Responses page 7
Individual Dispo

Group Dispo

6. Access Job Request page 10

Correspondence

7. Generate Letters and Labels page 11

Reports and Charts

8. Access Recruitment Data page 12

Software Notice

This Workplace Alaska site has been developed for use with Netscape Navigator 7.1 or greater and Microsoft Internet Explorer 5.5 or greater. Support cannot be assured for older versions of these browsers or for other browsers.

Job Request

1. Getting Started

1.1. Type: URL: **http://workplace.alaska.gov**
  1.1.1. Screen: **Welcome to Workplace Alaska !**

1.2. Click: **Login (registered users)** link
  1.2.1. Enter: **User Name and Password** in dialogue box fields

1.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
  1.3.1. Notice: **Welcome: Your User Name**

1.4. (Optional) Click: the **GGU Contract Change** link to read and/or print current information about GGU contract requirements for recruitment

1.5. (Optional) Click: the **Veterans' Preference** link to read and/or print current information about Veterans' Preference in recruitment

1.6. (Optional) Click: the **Marketing Recruitment Strategies** link to read and/or print marketing tips for your recruitment

1.7. (Optional) Click: the **HM/HR Reference Guides** link to read and/or print information on roles and responsibilities, job analysis, legal considerations, interviewing, screening, and selection

1.8. (Optional) Click: the **HM/HR Job Aid** link to read and/or print a tool that will walk you through the Workplace Alaska input and applicant screening process

1.9. (Optional) Click: the **Frequently Asked Questions** link to read and/or print frequently asked questions from hiring managers

2. Create New Job Request

2.1. Click: **Job Requests** link
  2.1.1. Screen: **Job Request Board**

2.2. Click: **Job Title (active)** link
  2.2.1. Screen: **Job Class\Active-By Title**

- 2.3. Click: (with mouse pointer in the text box field) on the **Class Title:** text box field
  - 2.3.1. Enter: **Job Class Title or partial Job Class title** in the **Class Title:** text box field
  - 2.3.2. Click: the **Go** button
  - 2.3.3. Screen: **Job Class\Active-By Title** page with closest matches to the Class Title you entered

- 2.4. Click: **(Job Title)** link for the appropriate Job Class
  - 2.4.1. Screen: **Class Specification**
  - 2.4.2. Read: the document
  - 2.4.3. Notice: the Create Job Request link on the top of the page

- 2.5. Click: **Create Job Request** link
  - 2.5.1. Screen: **Pop-up Selection Box**
  - 2.5.2. Select: appropriate **Department/Division** from the drop-down menu
  - 2.5.3. Click: the **Create Job Request** button
  - 2.5.4. Screen: **Manager Job Request** template
  - 2.5.5. Notice: User Name in the upper right corner

3. Job Request Preparation

- 3.1. Notice: Class Code, Title, Range, Department, and Required Job Qualifications are pre-populated

- 3.2. Select: appropriate **Division** from the drop-down list box

- 3.3. Select: appropriate **Location** from the drop-down list box

- 3.4. Select: appropriate **Job Type** from the drop-down list box

- 3.5. Select: appropriate **Region** from the drop-down list box

- 3.6. For **Seasonal** jobs:
  - 3.6.1. Check: **box** to Suppress Seasonal Dates
  - 3.6.2. Enter: appropriate **dates** in the **Seasonal Job Starts** and **Job Ends** fields

- 3.7. Select: appropriate **Primary Hiring Manager** from the drop-down list box

3.8. Select: appropriate **Other Managers who you want to have access:** using the scroll box

3.8.1. Notice: you may select more than one entry by holding down the Control key while clicking on multiple choices

3.9. Select: appropriate **Bargaining Unit** from the drop-down list box

3.10. Enter: the **Position Control Number** in the **PCN** fields

3.10.1. Notice: you may have more than one PCN on the Job Order

3.11. Answer: the firearm possession/ammunition handling question by clicking the **Yes** or the **No** radio button

3.12. Enter: **salary** ($ amount) in the **Salary** field

3.12.1. Note: your department may require that the HR office enter this information

3.13. Select: appropriate pay schedule from the **Frequency** drop-down list box

3.14. Select: appropriate **Scope of Recruitment** from the drop-down list box

3.15. Enter: appropriate **number of days** in the **Length of Recruitment** field

3.15.1. Notice: minimum and maximum notation

3.16. Enter: **position description** in the **Briefly describe the position you are trying to fill:** text box field

3.16.1. Note: it can be helpful to write your job description using word processing software. When satisfied with the wording, you can use the **Click here** link to "cut" or "copy" the description from the word processing software and "paste" the description in the text box.

3.16.2. Remember: the purpose of this job description is motivational—you are "selling" the job to qualified applicants. It must also be consistent with the position description.

3.16.3. Note: **Spell Check** is available for this text box entry by selecting the **Click here** link then by clicking on the **ABC**√ button or the **Spell check the above paragraph** link

3.17. Enter: appropriate **information** in the **Special Notice** text box field

3.17.1. Note: notices regarding shift work, weekend work, work environment, travel, modes of travel, and other information that might influence a qualified applicant's decision to apply is entered here

3.17.2. Note: **Spell Check** is available for this text box entry by clicking on the **ABC√** button or the **Spell check this paragraph** link

3.18. Read: the Special Note information

3.19. Read: Required Job Qualifications *(minimum qualifications)*

3.20. Enter: up to **ten desired qualification questions** in the ten **Desired Qualification Questions** fields

3.20.1. Remember: questions must be legally defensible

3.20.2. Note: the questions must relate to job requirements and relevant to the position description

3.20.3. Note: the questions must be written to require a yes or a no response—the "right" answer need not be yes.

3.20.4. Note: it can be helpful list your questions in descending rank order—most important first

3.20.5. Note: **Spell Check** is available for this text box entry by clicking on the **ABC√** button or the **Spell check this paragraph** link Note: when you activate spell check, it will check each question separately, you will need to respond to each prompt

3.20.6. Remember: applicants have already answered the Minimum Qualification questions.

3.21. Enter: **additional information required** in the **additional information** text box field

3.21.1. Note: Indicate if the required information is needed before or at the time of the interview.

3.21.2. Note: **Spell Check** is available for this text box entry by clicking on the **ABC√** button or the **Spell check this paragraph** link

3.21.3. Note: you need not ask for copies of State of Alaska performance evaluations—you can obtain them through the Employee Records Team

3.22. Enter: appropriate **contact information** in the five **Contact Person** fields

3.22.1. Note: although optional, choosing not to include this information may create a negative impression on qualified applicants

3.22.2. Note: you need not complete all five fields

3.23. Enter: appropriate information in the **Advertising Section** fields

3.23.1. Note: follow departmental policy and procedures if you desire additional advertising

- 3.23.2. Note: **Spell Check** is available for this text box entry by clicking on the **ABC√** button or the **Spell check this paragraph** link

3.24. Enter: **your comments** for your human resource office in the **Manager Comments** text box field

- 3.24.1. Note: include your initials and the date with your comments

3.25. Click: on the **Click here to Save** button

- 3.25.1. Note: this saves the job request in Hold Status. If you do not click this button, your entries will not be saved.
- 3.25.2. Note: when the job request is complete and you are ready to have the Recruitment Team review and post your recruitment onto Workplace Alaska, Select: the **Set to Open** link on the top of the page. This saves the job request in Open Status.

4. Access Job Requests

4.1. Type: URL: **http://workplace.alaska.gov**

- 4.1.1. Screen: **Welcome to Workplace Alaska !**

4.2. Click: **Login (registered users)** link

- 4.2.1. Enter: **User Name and Password** in dialogue box fields

4.3. Screen: **Workplace Alaska HMs/HRMs Home Page**

- 4.3.1. Notice: **Welcome: Your User Name**

4.4. Click: **Job Requests** link

- 4.4.1. Screen: **Job Request Board**

4.5. Click: on the **Status – not flagged for archive** link

- 4.5.1. Screen: **Pop-up Selection Box**
- 4.5.2. Select: appropriate **Department** from the drop-down menu
- 4.5.3. Click: the **Open View** button
- 4.5.4. Screen: **Job Request\By Status_Not Flagged for Archive**

4.6. Click: the **blue arrowhead** to the left of **Hold** to expand the list of job requests you have placed on hold

  - 4.6.1.1. Note: hold is the only option available for editing by the hiring manager. Once the job is placed in open status, hiring managers are not allowed to make changes.
- 4.6.2. Screen: **expanded list of departmental job orders on hold**
- 4.6.3. Notice: the other selection criteria you can use to access job orders

4.7. Click: appropriate **(Job Order)** link
    4.7.1. Screen: **Manager Job Request**

Screening

5. Access Job Responses

5.1. Type: URL: **http://workplace.alaska.gov**
    5.1.1. Screen: **Welcome to Workplace Alaska !**

5.2. Click: **Login (registered users)** link
    5.2.1. Enter: **User Name and Password** in dialogue box fields

5.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
    5.3.1. Notice: **Welcome: Your User Name**

5.4. Click: **Job Responses** link
    5.4.1. Screen: **Job Responses Board**

5.5. Decide: on a View All Applicants sort criteria link (Job Title or Responses to Job-specific Questions or Local Preference or Dispo Comments)

OR

a View Selected Applicants sort criteria link (Answered Yes to All Questions or Must Review or Applicant Name or GGU Hold)

5.5.1. Click: on **your chosen** link:

5.5.2. Job Title
Screen: **Pop-up selection box**
Click: on appropriate Department/Division from the drop down menu
Click: on the **Open View** button
Screen: **Job Response by Job Title**
Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

5.5.2. Applicant Name
Screen: **Job Response By Applicant Name**

Click: (with mouse pointer in the text box field) on the **Last Name:** text box field
Enter: **Last Name or partial Last Name** in the **Last Name:** text box field
Click: the **Go** button
Click: on desired Name link

OR

5.5.2. Local Preference
Screen: **Job Response by Local Preference**
Click: on the **blue arrowhead** to the left of the appropriate department to expand the list to include **MJRs**
Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

5.5.2. Dispo Comments
Screen: **Pop-up selection box**
Click: on appropriate Department/Division from the drop down menu
Click: on the **Open View** button
Screen: **Job Response by Dispo Comments**
Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

5.5.2. Responses to Job-Specific Questions
Screen: **Pop-up selection box**
Click: on appropriate Department/Division from the drop down menu
Click: on the **Open View** button
Screen: **Job Response by Questions**
Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

5.5.2. Answered Yes to All Questions
Screen: **Job Response by Yes to All Questions**
Click: on the **blue arrowhead** to the left of the appropriate department
Click: on the **blue arrowhead** to the left of the appropriate division
Click: on the **blue arrowhead** to the left of the appropriate **MJR**

OR

5.5.2. Must Review
Screen: **Job Response by Must Review**
Click: on the **blue arrowhead** to the left of the appropriate department
Click: on the **blue arrowhead** to the left of the appropriate division
Click: on the **blue arrowhead** to the left of the appropriate **MJR**

5.6. Click: appropriate **(applicant name)** link
- 5.6.1. Screen: **Job Qualification Summary** for the selected applicant
  - 5.6.1.1. Notice: the **View Applicant Profile** radio button in the right corner under the heading information; Click this button to view the applicant's Personal Profile
- 5.6.2. **You can now screen the applicant (make the interview decision)**
- 5.6.3. Notice: must review status is indicated with an "eyeglasses" symbol
- 5.6.4. Notice: applicant specific information in the union and veteran columns

When finished viewing the JQS, **You have two choices:**

5.7. Click: the **Close (no save)** link (upper left corner)
- 5.7.1. Screen: **expanded list of applicants**
- 5.7.2. Note: use this link if you are not yet ready to Dispo this applicant (Dispo = indicate disposition of the applicant)

OR

5.8. Click: the **Dispo (web)** link (upper left corner)
- 5.8.1. Screen: **Single Dispo Form**

5.9. Click: the radio button for the most appropriate disposition reason under **Disposition of Applicant**
- 5.9.1. If appointed to the position Enter: the **date appointed** in the **Date of Appointment** field

5.10. Enter: appropriate information in the multiple appointment and multiple PCN fields if applicable

5.11. Enter: **applicant disposition information** in the **Managers' Dispo Comments** text-box field

5.12. Click: the **Go to Top** button

5.12.1. Click: the **Save & Close** button to save your entries
5.12.2. Screen: **Job Qualification Summary**
5.12.3. Note: if you click on the Close (no save) button, your entries will not be saved and you will return to the **Job Qualification Summary**
5.12.4. Click: the **Close (no save)** link
5.12.5. Screen: **expanded list of applicants**

Group Dispo Process

6. Access Job Request

6.1. Type: URL: **http://workplace.alaska.gov**
  6.1.1. Screen: Screen: **Welcome to Workplace Alaska !**

6.2. Click: **Login (registered users)** link
  6.2.1. Enter: **User Name and Password** in dialogue box fields

6.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
  6.3.1. Notice: **Welcome: Your User Name**

6.4. Click: **Job Requests** link
  6.4.1. Screen: **Job Request Board**
    6.4.1.1. Note: to Dispo an entire Applicant Pool

6.5. Click: on the **Status – not flagged for archive** link
  6.5.1. Screen: **Pop-up Selection Box**
  6.5.2. Select: appropriate **Department** from the drop-down menu
  6.5.3. Click: the **Open View** button
  6.5.4. Screen: **Job Request\By Status_Not Flagged for Archive expanded list of sort criteria for selected departmental job orders**

6.6. Click: on the **blue arrowhead** to the left of **Posted** to expand the list of posted job orders
  6.6.1. Screen: **Job Request\By Status_Not Flagged for Archive expanded list of posted departmental job orders**

6.7. Click: appropriate **(PCN)** link for the MJR
  6.7.1. Screen: **Manager Job Request**

6.8. Click: the **Group Dispo** link at the top of the screen
  6.8.1. Screen: **Dispo Process Form**

6.9. Click: the check box under the **Include All** column for each Applicant JQS you wish to Dispo
  6.9.1. Note: the Dispo reason and comment must be the same for each selected applicant.

6.10. Click: the appropriate Dispo reason in the **Select Applicant Dispo** drop-down list box

6.11. Enter: a concise **comment** in the **Dispo Comments for all selected documents** field

6.12. Click: the **Save and Refresh** button
  6.12.1. Screen: **refreshed Dispo Process Form**
  6.12.2. Note: you can repeat the process for applicants with different Dispo reasons and comments by repeating the process (6.9. to 6.12.)

6.13. Click: the **Return to Job Request Board** link at the top left of the page to exit the Dispo Process Form and return to the Job Request Board
  6.13.1. Note: do not use the browser "back" or "return" feature

Generate Letters & Labels

7. Access Job Responses

7.1. Type: URL: **http://workplace.alaska.gov**
  7.1.1. Screen: Screen: **Welcome to Workplace Alaska !**

7.2. Click: **Login (registered users)** link
  7.2.1. Enter: **User Name and Password** in dialogue box fields

7.3. Screen: **Workplace Alaska HMs/HRMs Home Page**
  7.3.1. Notice: **Welcome: Your User Name**

7.4. Click: **Job Responses** link
  7.4.1. Screen: **Job Responses Board**
  7.4.2. Note: you can activate the letters and labels function from the following views (links): Job Title, Dispo Comments, Response to Job-

specific Questions

7.4.3. Click: on **your chosen** link:

Job Title or Dispo Comments or Response to Job-specific Questions
Screen: **Pop-up selection box**
Click: on appropriate Department/Division from the drop down menu
Click: on the **Open View** button
Screen: **Job Response by (your chosen link)**

7.4.4. Click: on the **blue arrowhead** to the left of the appropriate **MJR**
  7.4.4.1. Screen: **expanded list of applicants**

7.4.5. Click: on the **Select All** or the **Select None button** on the menu bar **or manually select** each appropriate applicant
Note: a selection box will appear to the left of each applicant name

7.4.6. Click: on the **Letters button** on the menu bar
  7.4.6.1. A **Pop-up decision box** will appear **"This print function updates the activity log in each JQS. Do you wish to continue?**
  7.4.6.2. Click: the **OK** choice

7.4.7. Select: the appropriate letter from the drop down selection list and
  7.4.7.1. Type: the appropriate **signature name** in the field
  7.4.7.2. Click: on your choice: **PDF** or **IPF**
  Note: You can read about the two choices by clicking on the link provided
  7.4.7.3. Click: the **Generate Formatted Output button**
  7.4.7.4. Print: the letters to selected applicants on Department letterhead

7.4.8. Click: on the **Print Other button** on the menu bar
  7.4.8.1. Click: on your choice: **labels** or **envelopes**

Reports & Charts

8. Access Job Responses

8.1. Type: URL: **http://workplace.alaska.gov**

8.1.1. Screen: Screen: **Welcome to Workplace Alaska !**

8.2. Click: **Login (registered users)** link

8.2.1. Enter: **User Name and Password** in dialogue box fields

8.3. Screen: **Workplace Alaska HMs/HRMs Home Page**

8.3.1. Notice: **Welcome: Your User Name**

8.4. Click: **Reports & Charts** link

8.4.1. Screen: **Reports and Charts**

You have three report category options:

Manager Job Requests (MJR) and Posted Recruitments:
Click: on the Posted Recruitments link and make your report selection choices on the **Pop-up selection box**

or

Job Qualification Summaries (JQS):
Click: on the Job Responses link and make your report selection choices on the **Pop-up selection box**

or

Pre-Generated Reports & Charts (faster display):
Click: on the Survey Questions #2 (pre-March 2002) link or the Survey Question #2 (since March 2002) link
Screen: the report will appear on an Acrobat Reader (.pdf file format) screen and you will have save and print options

Note: Additional options and choices will become available. For more information, contact your Recruitment Team.